

ALTERNATE ONE SAMPLING WORKSHEET

For procedures on conducting Verification, refer to Part 8 in the *Eligibility Manual for School Meals* which may be downloaded by going to:

<http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/EligibilityManual.pdf>.

This worksheet (or an equivalent form) **must** be completed and kept on file for audit purposes.

REQUIRED SAMPLE SIZE

Number of newly approved applications on file on **October 1**: (Excluding direct certification letters, homeless/runaway determinations.)

X _____ .03

= _____ or 3,000 applications, whichever is less.

Round all Decimals UPWARD. (For example, if you had 340 applications on file on October 1, and you chose to verify 3%, this would equal 10.2 applications, which you would round up to 11 applications.) [340 X .03 = 10.2 = 11]

Randomly select the required number of applications.